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## ILLINOIS HUMAN RIGHTS COMMISSION

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### **REQUEST FOR REVIEW**

Request for Review deadline date is **90** days after receipt of **Notice of Dismissal** or **30** days after receipt of **Notice of Default**. If the last day falls on a Saturday, Sunday or on a legal state holiday, in which case the **90<sup>th</sup>** or **30<sup>th</sup>** day shall be the day after the weekend date (dates) or legal state holiday. DVD submissions and any other electronic media, such as audio or video recordings (except as herein specified), in support of a request are not acceptable and will be returned to sender. Static, non-mobile images (i.e. photographs) in support of a request may be submitted on CD (**the Requesting Party must submit eight copies of the CD at the time of the filing of the request**).

File the original and 3 copies of the **entire request**, dated, signed and delivered (or postmarked) by the deadline filing date at:

**Illinois Human Rights Commission  
100 West Randolph Street, Suite 5-100  
Chicago, IL 60601**

Except by prior permission of the Human Rights Commission (*HRC*), the Request for Review, argument and supporting materials shall not exceed **30 pages**. Once a proper Request for Review is filed with the HRC by the Requesting Party, Notice of the Request for Review will be immediately served on the Department of Human Rights (*DHR*) and on the non-Requesting Party to the Charge by the HRC. Therefore, once the Request for Review is filed, the HRC will not accept additional arguments or exhibits in support of the Request for Review. **Participation in these proceedings is limited to the Requesting Party and the DHR.**

The DHR has 30 days from receipt of the Notice to file a Response with the HRC, serving a copy on the Requesting Party at the same time. If the DHR opposes the Request, its Response shall consist of the following:

- a copy of the Charge including amendments
- DHR's investigation report
- results of additional DHR investigation, if any
- a statement of the DHR's position, including proposed findings to support dismissal.

If the DHR does not oppose the relief being sought in the Request, its Response may consist only of a statement of its position.

The Requesting Party has **15** days from the date of service of the DHR's Response, to file a Reply to the Response with the HRC, with a copy to the DHR at the same time. Replies shall not exceed **30 pages**, without prior leave of the HRC.

A three member Panel of the HRC will review the Request. If it agrees with the DHR it shall enter an order stating its findings and reasons. If the HRC sustains a default, the HRC will notify the parties that the Complainant may either request that the HRC schedule a damages hearing before an HRC administrative law judge, or the Complainant may commence a damages hearing in the Circuit Court. Should the HRC panel find in favor of the Requesting Party it shall order that the DHR's dismissal or default be vacated and that the charge be sent back to the DHR for further appropriate action.

If the DHR's Response indicates it is unopposed to the relief sought by the Requesting Party in its Request, the Executive Director of the HRC shall enter an order vacating the dismissal or default.

If the Dismissal is affirmed the matter may be appealed to the Appellate Court.